



Employment Settlement Worker

THE CHRISTIE REFUGEE WELCOME CENTRE is a Christian organization serving and advocating for refugee families by providing safe, temporary housing, initial settlement services, and follow-up support. We also influence and engage the broader public through collaborative advocacy initiatives. We are a charitable organization that operates a City of Toronto provides emergency shelter for refugee claimant families, with support from the City, Province of Ontario, community groups, churches, foundations and individuals. We provide basic orientation to life in Canada, assist with the preparation of documents to make a refugee claim, make medical and legal referrals, and provide a community of support. Additionally, **The Outreach Department** provides ongoing support for residents moving from the shelter into the community.

The Outreach department currently requires an innovative and relationally-skilled **Employment Settlement Worker** for fourteen (14)-month term, full time (37.50 hours per week) basis from **July 1, 2023 – August, 2024** who will be able to provide culturally sensitive support to clients of all age groups from youth to adults within a trauma-informed framework. The Employment Settlement Worker believes in the client's value and strengths and is a strong advocate for clients when needed. The Employment Settlement Worker also understands the importance of empowering clients to help and advocate for themselves when possible.

RESPONSIBILITIES OF THE POSITION INCLUDE:

- Plan and execute day-to-day activities including appointments (virtual and in-person), emails, phone calls, referrals, case notes, etc. for Employment program clients.
- Identify client's needs, challenges, and short/long term employment goals to create individualized job search action plans.
- Provide personalized one-on-one support to equip clients in their job search including but not limited to teaching and coaching in: job searching skills, job post analysis and targeted resume writing, interviewing skills and professional networking.
- Assist clients who are not actively job searching with career exploration, labour market research, information regarding employment training and post secondary education, providing guidance with applying for OSAP and accessing other funding opportunities.
- Collaborate and follow up with clients on an ongoing basis to customize their job search and optimize success based on market trends related to occupation, profession or industry.
- Refer clients to appropriate programs and supports including employment training, professional mentorship opportunities, job opportunities, hiring events and specialized employment counselling with other employment and educational agencies.
- Provide advocacy, information and referral services; assistance with completing forms, in areas of employment, skills training, education and social assistance.

- Write case notes and update statistical data and records of client interactions, key milestones etc., for agency requirements and funding reports.

QUALIFICATIONS:

- Minimum 1 year experience working in non-profit employment services
- Educational requirements will ideally include: a diploma or degree in social sciences/social work; or, Career and Work Counselling, Adult Education or related field and/or an acceptable combination of education and direct work experience.
- Strong knowledge of government/community agencies and programs in GTA and the ability to leverage and expand the program's network of partnering agencies
- Demonstrated experience and/or expertise in the following areas:
 - Case management
 - Employment counselling
 - Workshop facilitation and Adult Education principles and philosophy;
 - Current labour market and job searching trends and tools

The successful candidate will

- Be able to work independently and work collaboratively with the Outreach team and Shelter team
- Understand the plight of refugees and how to empower clients using a strengths-based approach to employment and settlement counselling
- Engage others –both clients and coworkers in a culturally sensitive manner
- Motivate and support learning approaches
- Manage conflict situations with skill and diplomacy
- Possess excellent communication (oral and written) and relational skills
- Be comfortable using Microsoft Office Suite Skills and Zoom
- Be able to build strong partnerships
- In accordance with the Centre's Child Protection Policy, a satisfactory Vulnerable Police Check clearance is required as a condition of employment.

The Centre offers a collegial work environment and is centrally located at Bloor and Christie Streets in Toronto.

The Christie Refugee Welcome Centre is a place of welcome, safety and support for refugees.

Our Core Values

- We are Christian
- We respond to refugees with dignity and respect
- We are resilient and responsive to the changing needs of refugees
- We are committed to children and families
- We partner with others to serve refugees more effectively
- We are advocates for refugees

Qualified candidates are invited to forward a resume with accompanying cover letter to:

employment@christiestreetc.com

All applications are appreciated; however, only candidates selected for an interview will be contacted. Applications will be reviewed and interviews conducted on a rolling basis.

Closing date for applications: July 7, 2023.